

अण्डमान तथा  
Andaman And



सत्यमेव जयते  
असाधारण

निकोबार राजपत्र  
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अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय@SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 3<sup>rd</sup> July, 2012.

No.149/2012/F.No.8-9/2012-13/DM.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14-3/60-ANL dated 11.04.1960, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'C', Non-Gazetted post of **Godown Keeper** borne in the establishment of Directorate of Disaster Management, Andaman and Nicobar Administration, namely:—

**1. SHORT TITLE AND COMMENCEMENT :-**

- (i) These rules may be called the Andaman and Nicobar Islands (**Godown Keeper**) Recruitment Rules, 2012.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY :-**

The number of post, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS :-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 14 of the Schedule aforesaid.

**4. DISQUALIFICATION :-**

No person –

- (a) Who has entered into or contracted a marriage with a person having a spouse living ;

OR

- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Administrator, Andaman and Nicobar Administration may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

**5. POWER TO RELAX :-**

Where the Administrator, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order, and for the reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. SAVINGS :-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,  
Andaman and Nicobar Islands.

Sd./-  
**Assistant Secretary (RR & DM)**

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**ANNEXURE****SCHEDULE****RECRUITMENT RULES FOR THE POST OF GODOWN KEEPER IN THE DIRECTORATE OF  
DISASTER MANAGEMENT, ANDAMAN & NICOBAR ADMINISTRATION**

1.	Name of post	<b>Godown Keeper</b>
2.	Number of post	02 (Two) (2012)* *Subject to variation dependent upon workload
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2000
5.	Whether selection post or non-selection post ?	Not applicable
6.	Age limit for direct recruits	Male : 18-33 years Female : 18-38 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidates
7.	Educational and other qualifications required for direct recruits	<b>Essential :-</b> 1) Senior Secondary School Examination (XII <sup>th</sup> Std.) passed from a recognized Board/Institution 2) One year Diploma in Computer Applications <b>Desirable :-</b> 1) 2 years experience in handling stores in reputed firms
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation, if any	02 (Two ) years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for Confirmation) consisting of :-</b> 1. Director (DM) - Chairman 2. Deputy Director (DM) - Member 3. Assistant Engineer (Store), APWD - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to the Schedule

**ANNEXURE ATTACHED TO SCHEDULE**

**Duties & Responsibilities of Godown Keeper (Disaster Management)**

1. He is responsible to maintain stock register, files etc. of different store/spare parts/other store items of respective Deptt.
2. He is responsible for proper storage of the entire store.
3. He is custodian of various store received by him.
4. He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
5. Interaction and co-ordination with purchase section, if available, to maintain the minimum stock level.
6. He should ensure codal formalities while taking stock and issue of store.
7. He should issue the required items from stores to other Circle/Branches as per the requirements with proper invoices.
8. He should extend assistance in physical verification of stores at regular interval.
9. He is responsible for preparation of duty chart in respect of watch and ward staff and supervision of watch and ward staff.
10. He has to attend to such other work as may be assigned to him by the Section Officer or any Higher Officer.